



INDIANA WING CIVIL AIR PATROL

Pamphlet 62

01 October 2013

Safety

UNIT SAFETY OFFICER DESK REFERENCE

This guide provides a step-by-step map through the process of being an effective safety officer at the flight, squadron, and group echelon, and covers those basic responsibilities to commanders and Safety Officers. In addition, the pamphlet explains how and why safety is such an area of focus within the Civil Air Patrol. Finally, this document highlights the Annual Safety Day, the Online Safety Survey, CAP-78 & CAPF-79, organizing a safety library, and the importance of personal development through safety education and the safety specialty track.

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1. Safety Officer Appointment and Initial Training.

- a. Unit commanders are responsible for their unit's safety program. To assist them with this, they must appoint safety officers in the Interactive Personnel System located in e-services. Solely using a CAPF-2a to appointment is no longer adequate to complete required duties. Commanders may NOT serve as the safety officer for their unit.
- b. Each new safety officer must complete the Basic Safety Course and Introduction to ORM which is found on-line in the E-services the Safety Management System (SMS). Once you pass these courses, no further action is required on your part for initial training. Safety Officers are responsible to continue their education at their own pace using the opportunities in SMS and other Third-Party sources.

2. Responsibilities of the Safety Officer. There are several recurring responsibilities that safety officers are expected to accomplish. Of these, the most evident is the monthly safety education training. This is a basic, yet important function. Additionally, Safety Officers are responsible for;

- a. *Complete Annual Training and Survey Requirements.* Each year, a Safety Day (see paragraph 4 below) and an Online Safety Survey (see paragraph 5) are required to be completed and documented in SMS.
- b. *Monthly Safety Education.* According to Civil Air Patrol Regulation (CAPR) 62-1, you must provide monthly safety education of at least 15 minutes in length. The material can be of a topic of your choosing. It is not recommended that you brief the Safety Beacon (the safety newsletter) for that particular month; however, portions of the Beacon may be used for discussion. If your squadron has custody of any assets (i.e. an aircraft or vehicle) you should include a topic each month on those subjects. When this is completed, it is very important that you log your briefings, as outlined in paragraph 8 (Remember; training that is not documented didn't happen!).
- b. *Report Mishaps.* The CAPF 78 (Online in SMS) is used to report mishaps, and the CAPF 79 (Online in SMS) is used to follow up on mishaps. Should a mishap occur during a CAP function, a CAPF 78 must be filled out online within 48 hours of the mishap, and certain types of mishaps (aircraft, vehicle, or individual requiring more than first aid) must be accompanied by a phone call per the mishap reporting wing supplement(see the wing webpage). Remember, the Commander is responsible to make sure these forms are filled out and notifications are made(most commanders will want to make those phone calls personally), but it is the duty of the Safety Officer to facilitate that process. Completion of these forms is outlined in paragraph 6 and 7.
- c. *Engage the Chain of Command.* As a unit safety officer, you report directly to the unit commander, and have a significant responsibility to manage the unit's safety programs for them, and to advise them of any concerns you may have. Open, honest, and respectfully candid communication is imperative. Your commander

should take any questions or concerns to the next level of command if needed.

d. *Conduct Safety Visits.* All safety officers should be regularly visiting locations where their unit and subordinate units perform activities and programs. The safety officer at the group level is expected to visit subordinate units assigned to their group headquarters. These group safety visits are not inspections but will serve to provide guidance and encouragement to assist subordinate unit in meeting the goals of the safety program and in preparing for the Subordinate Unit Inspection (SUI Guide Tab E-2).

3. How Important is Safety? A Safety Program is how we all remain accountable to each other, our families, and the American taxpayer whom we serve. The overarching goal of any safety program is to mitigate risks, control hazards and prevent mishaps. The primary goal of the CAP Safety Program is to protect both the membership and its assets in the performance of their volunteer duties. To do this, CAP leadership and its safety program managers shall use both education and training to promote the culture of safety within the Civil Air Patrol. It is possible, imperative, and required that we integrate a safety program in executing our missions. As an all-volunteer force, every member and piece of equipment must be at its highest level of availability. The overall goal is to minimize risk. Risk cannot be eliminated but it can be controlled through your help by using Risk Management (RM). Risk Management and its contributing factors will be discussed in a different section.

4. Annual Safety Day. This will require a day focused entirely on safety subjects applicable to the unit. The Safety Day education to meet this requirement may take place at a regularly scheduled unit meeting providing the entire academic content for that meeting is devoted to safety. Reference the most current CAPR62-1 for requirements. The following is generally a good practice for the requirement.

a. *Event Timeline.* Your Safety Day will occur for 24-hours on the meeting day when you have your monthly safety briefing. (All non-essential missions are to be stopped for that entire day.)

b. *Subject Matter.* You should cover Risk Management, and any information passed down from the Higher Levels of Command (National, Regional, or Wing). Additional topics are at the discretion of the Safety Staff [the commander and Safety Officer(s)].

c. *Reporting.* You will need to title the subject line of your online safety training report (see paragraph 10), “Annual Safety Day” to gain credit from the Wing Director of Safety.

d. *Failure to Complete.* If a flight, squadron, or group fails to perform this function, all operations will cease starting 1 April of that year until the briefing is completed. Additional sanctions may be directed at the discretion of the Wing Commander.

5. Online Safety Survey. Just like the Annual Safety Day, the Online Safety Survey must be completed between 01 October and 31 January each year in SMS.

See the most current CAPR62-1.

a. *Information Required.* This is a basic online assessment of your unit's safety functions. The process will take about 15 to 20 minutes to complete, and once you click submit, the information is forwarded to next higher level of command for review.

b. *Answers.* Generally, if you mark a deviation to regulations or policy, you will be required to update the answer until resolution (approval by higher commanders). If you do not, it is a very visible item upward through the chain of command. Be assured, you will be pressed until you comply with Regulations and Policy.

6. CAPF 78 (Online). This is the form used to report a mishap (or accident, a type of mishap) and is one of the most important that you use in the event of a mishap. This form documents the mishap and allows the chain of command to know there has been a mishap of a member or corporate asset while on a CAP function. Several things are extremely important to know when filling out this form:

a. The form must be filled out within 48 hours of the mishap. This is crucial so the Wing, Region, and National Commanders can act if necessary.

b. Please fill out the form with as much information as possible (i.e. Name, Type of Mishap, Cause, and what treatment was done if any.) However please keep it brief and to the point. Names should be entered in the name portion of the CAPF 78, but names should not be entered in the free text portion, to allow the free text to be extracted and used in reports. PLEASE DO YOURSELF, YOUR COMMANDER, AND HIGHER COMMANDERS AND SAFETY STAFFS A FAVOR AND READ THE DIRECTIONS THOROUGHLY BEFORE SUBMITTING REPORTS. You may expose yourself, your commanders and CAP to legal liability by not following the procedures outlined in CAPR62-2. The goal of the safety program is to prevent mishaps; not to perform investigations. DO NOT fall into the temptation to be a super sleuth to produce an earth-shattering report. It is highly encouraged for the reporting officer to call the Wing Safety officer(IN/SE) and complete the form with their assistance and advice on the phone. Unfortunately, HHQ/SE's cannot fill the form out for you. They must review the form as a separate level, and cannot do both.

c. See CAPR62-2 for the most current Mishap/Accident definitions and sub-categories. These definitions have changed over the years and, therefore, will not be listed here. It is highly likely they will change again.

d. **CAPF 79 (Online).** This form is used if you are appointed as a mishap investigator (by a wing or higher commander). This form is explained in further detail in CAPR 62-2. If the mishap involves a vehicle, a copy of the police report must be obtained and submitted to the next level of command, and attached to this document.

e. If you are selected to perform a mishap investigation, you have up to 60 days to

complete it (Review CAPR62-2 for the suspense requirement) If unable to perform the duties of the review, notify the appointing commander ASAP. You were selected for a reason. Full faith and confidence will be placed in your ability, so honestly evaluating your ability to quickly complete it will be appreciated.

7. Recording Monthly Safety Education. At the end of each month's safety education, you must log into E-Services' SMS and record the attendance and topics discussed for that particular month. If you do not have access to this restricted application, please contact the Wing Safety Officer. Please see Attachment 1 on how to log a correct safety briefing.

8. Safety Library. Keeping members up to date on important safety related material is essential in keeping them safe. In addition, keeping safety materials readily available is also required by CAPR62-1. Please have this document (INWGP-62) and copies of CAPR62-1 and CAPR62-2 in your library. Digital libraries are sufficient, but must be readily accessible at meetings and activities. For more information on sources for additional safety materials, see CAPR61-1.

9. Risk Management Training. RM is a logic-based methodology to making calculated decisions on human, material, and environmental factors associated with any type of activity. It is a deliberate, six-step process to manage inherent or induced risk. The training can be found in the SMS. There are three levels of training (Basic, Intermediate, and Advanced). All three levels are part of the safety specialty track.

10. Safety Specialty Track Training. Specialty track training is focused on providing you with tools to better perform in your role as a CAP safety officer, and is essential for professional development training leading to promotion. A full list of requirements can be found under Civil Air Patrol Pamphlet (CAPP) 217.

11. Additional Forms and Resources. The unit safety officer should have the following forms and documents readily available (either electronically or in paper format) to their members at all activities and meetings:

- a. CAPR 62-1, CAP Safety Responsibilities and Procedures,
- b. CAPR 62-2, Mishap Reporting and Investigation,
- c. CAP Pamphlet 217, Safety Officer Specialty Track,
- d. IN WG Mishap Reporting Policy
- e. IN WG Safety Policy,
- f. CAPF-71, CAP Aircraft Inspection Checklist,
- g. CAPF-73, Vehicle Inspection Guide and Usage Data,
- h. Federal Aviation Administration (FAA) Form 8740-5, FAA Safety Improvement Form.

Attachment 1

Recording a Safety Briefing

1. On the E-Services main page click on the Right Column “Safety Management System(SMS)”
2. Click on the Log Safety Education link at the top left of the application, third module down.
3. Fill out the appropriate information at the top of the page.
4. When logging information for a member you may input the member’s CAPID number or select their name from the list towards the bottom of the page.
5. Once you have all your members selected press the Add To List Button at the bottom of this section.
 - a. Those selected members will appear under the Selected Members section at the bottom of the page. When finished select submit.